

## Online Entries:

- 1) Go to [sydexsports.com](http://sydexsports.com)
- 2) Click on "Track and Field Online Meet Entries."
  - Then click on the 3<sup>rd</sup> button down that says "Go To Track & Field Online Meet Entries."
- 3) Click on "Roster Setup/Send Entries To A Meet (Attending Coach)" (2<sup>nd</sup> button down)
  - The first time that you go you will have to create an account. If you have an account from indoor you may use that account in the spring as well. Just update your rosters.



## Creating an account:

- 4) Click on "Register As New User"
- 5) Fill in all fields and click "Register and Proceed to Team Setup"
- 6) Fill in fields then click "confirm and proceed to select meet"
- 7) Click on "NY/PA Invitational" from the list and click "Proceed to Add/Change Rosters and Meet Entries"
  - The first time you will have to create rosters.

## Entering Rosters:

- 8) Click on "View/Edit Men's Roster" OR "View /Edit Women's Roster"
- 9) Add all the athletes' names (last name first) and grade in school.
  - Be sure that only boys are on your boy's roster and only girls are on your girl's roster.

## Entering Performances:

- 10) Click "Add/Change Event Entries"
- 11) The top of the page will show the event and your roster will appear on the left and a space for event entries on the right.
- 12) Click on the name of the athlete that you want in that event and then click "Add."
- 13) A screen comes up with the athletes name and event and a space to enter the seed. (Be sure that you notice the feet/inches or minutes/seconds labels) then click "Confirm and Return."
- 14) Repeat the process for all the athletes that have met the standard in each event.
- 15) When you finish an event click "Go to Next Event"
- 16) When you are all done with your entries click "Confirm Entries and Return to Previous Screen."
- 17) Repeat steps 8-16 for boys or girls (Whichever you have not done yet).

NOTE: For relay entries, there is a small check box next to "1<sup>st</sup> team". If you just put in a seed time and names, your team will not be entered.

## **YOU MUST CHECK THE BOX.**

## Sending Rosters and Performances:

- 18) After you have created your rosters and put in all your entries for both boys and girls, click "Email Your Entries To Host." This button is under the event lists. A screen will come up where you can add comments if you wish, then click "send email."